NASA **Independent Verification & Validation Facility**	**Training**	**IVV 18** **Revision: I** **Effective Date:** **March 30, 2004**

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APPROVAL SIGNATURES		DATE
Nelson Keeler (original signature on file)	Director	03/29/2004

REVISION HISTORY			
Rev. No.	Description of Change	Author	Effective Date
Basic	Initial Release	Tom Wilson IT/216	05/22/98
A	Combined Ames SLP and IVV WI, Section 8.0 quality record format change	Tom Wilson IT/216	08/26/98
B	Update to SLP contents Section 5.3 added reflecting COTR responsibilities	Tom Wilson IT/216	09/17/98
C	Section 8.0 is modified to include the subcontractor qualification an training records	Tom/Wilson IT/216	10/09/98
D	Update to Deputy Director Terminology	Siamak Yassini IT/332	09/10/99
E	Format and Number changes; Delete Reference to Ames Research Center	Griggs	12/06/00
F	Update to reflect changes in business plan, results of internal audit 2000-2	Jackson	05/04/01
G	Update to correct some findings documented in CAR 2001-C-76	Blaney	08/29/01
H	Update to add information on hiring competencies and process in response to CAR 2003-C-123	Jackson	03/04/03
I	Reflect supervisor role, new training request procedure (annual review)	Jackson	03/30/04

REFERENCE DOCUMENTS	
Document Number	Document Title
NPR 1441.1	NASA Records Retention Schedules
IVV 16	Control of Quality Records

1.0 Purpose

The purpose of this procedure is to record the method used by the IV&V Facility to identify training requirements, provide ongoing training, and document training completion.

2.0 Scope

This procedure applies to all IV&V Civil Service personnel.

3.0 Definitions and Acronyms

3.1 Position Description

A document that describes the knowledge and skill set needed by a government employee (civil servant) to perform a specific job along with the duties and tasks performed by the person assigned to that position.

3.2 Performance Appraisal

A document under the GSFC Employee Performance Communication System (EPCS) used by management to identify employee performance elements and performance standards, provide feedback to employees regarding performance, and to document identified development activities such as education, training, rotational assignments, committee participation, conferences and other work opportunities which address development goals for an employee during the next year.

3.3 Training

The process of providing knowledge and skills to individuals to increase their ability to perform their current duties or to allow them to assume future duties.

3.4   Facility Personnel File

An unofficial working personnel file maintained on-site at the IV&V Facility. It is a subset of the Official Civil Service Employee Personnel File located within the Office of Human Resources at Goddard Space Flight Center (GSFC).

3.5   Office of Human Resources

A NASA organization located at GSFC that is responsible for the documentation and processing of all official personnel actions associated with the IV&V Facility.

4.0   Flow Chart

Not applicable.

5.0   Responsibilities

5.1   Director/Deputy Director

5.1.1   Define position descriptions to include the skills and knowledge base required for all positions at the Facility.

5.1.2   Ensure that all individuals are hired based on qualifications that meet the requirements specified by the job description for each position in conjunction with the GSFC Office of Human Resources.

5.1.3   Ensure that resources are provided for obtaining training.

5.2   Supervisor

5.2.1   Evaluate annually the skills and knowledge base of each employee in relationship with the position held or potential positions.

5.2.2   Document any required or recommended development activities for each individual in their annual Performance Appraisal/Individual Development Plan.

5.3 Facility Administrative Staff

5.3.1 Develop and maintain annual training request/approval plan.

5.4 Facility Administrative Assistant

5.4.1 Establish a training section in each Facility Personnel File for every NASA civil servant employed at the IV&V Facility.

5.4.2 Maintain job position descriptions and records of completion of formal training and on-the-job training as quality records in each employee's Facility Personnel File.

5.5 GSFC Office of Human Resources (OHR)

5.5.1 Advise and consult with the IV&V Facility on staffing and placement, classification, compensation, employee relations, and performance management.

5.5.2 Determine the competency of an individual for hiring consideration (certification) to a civil service position at the IV&V Facility based on the specific position description developed.

5.5.3 Maintain all records pertaining to the certification of hiring candidates.

6.0 Procedures

6.1 For hiring, the Director/Deputy Director provides GSFC OHR with request for hiring action and appropriate position description based on position to be filled per the NASA process. GSFC OHR certifies the position description and develops and posts the vacancy announcement which includes required qualifications. Applicants are certified for the position by GSFC OHR. Only applicants that have been certified can be considered for hiring. Upon selection, the Director/Deputy Director prepares a request for hiring and provides the appropriate position description to OHR.

6.2 The Supervisor, together with the employee, will develop an annual training/development plan. The Supervisor will document this plan as part of the employee Performance Appraisal. The plan will be filed in the employee's personnel folder by the Administrative Staff.

6.3 The Facility Administrative Assistant will develop an annual Facility training request and allocation plan. This plan will be maintained as training requests are approved. The plan will be updated quarterly.

6.4 Each employee is responsible for identifying and submitting an application for formal training to their supervisor. Available training and appropriate application forms can be obtained from the NASA Agency-wide Training and Development Program web site.

6.5 Employee should view the training request spreadsheet located at: S:\NASA Shared\NASA Admin - Simmons\Training\20XX\XX Training Requests.xls. If the course the employee is applying for is not listed, email the course name, date, cost and travel cost associated with the training to Facility Administrative Assistant who will update the Training Request Spreadsheet.

6.6 Employee should fill out sections I and II of the attached form (GSFC 17-117) and forward electronically to his/her supervisor. If the total cost of the course exceeds $2500 (not including books for center-funded academic programs), then include a sole source justification which can be found at http://ohr.gsfc.nasa.gov/DevGuide/forms.htm. If the course is held at the Greenbelt campus of GSFC, do not complete items 9-13.

6.7 Supervisor should review form and review the Training Request spreadsheet. If training is approved, forward the completed form to William Bennett (William.C.Bennett.1@nasa.gov) and cc: Facility Administrative Staff and Administrative Assistant.

6.8 The administrative staff will notify the employee and his supervisor when/if the request is approved.

6.9 Office of Human Resources will complete the registration and the purchase process.

6.10 Facility Administrative Assistant will capture the training plan quarterly and present it in the monthly budget review.

6.11 After completion of the training or development activity, the employee shall provide to the administrative staff a copy of the certificate of completion, or other evidence of completion to be filed in the employee's Facility personnel file as a quality record.

6.12 Occasionally, Facility management may declare training developed and conducted on site as on-the-job or site training. Each employee's manager shall document who attended any on-the-job or site training. A copy of this documentation will be placed in the employee's Facility personnel file as a quality record.

7.0 Metrics

This section is not applicable to this SLP.

8.0 Records

The following records will be generated and filed by the Facility administrative staff in accordance with IVV 16 and NPR 1441.1, NASA Records Retention Schedules.

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
Position Description NASA Form 692	Administrative Staff	Permanent	Employee Facility Personnel File
Performance Appraisal	Administrative Staff	Permanent	Employee Facility Personnel File
Certificate of training completion	Administrative Staff	Permanent	Employee Facility Personnel File
OJT/Site training record	Administrative Staff	Permanent	Employee Facility Personnel File